

NONAPPROPRIATED FUND INPROCESSING AND OUTPROCESSING CHECKLIST

For use of this form, see AR 215-3; the proponent agency is DCS, G1.

1. EMPLOYEE'S NAME	2. EOD (YYYYMMDD)	
3. ITEM	4. INPROCESS <i>(Initial)</i>	5. OUTPROCESS <i>(Initial)</i>
1. Army Mission, Vision, Goals		
2. DA Appointment Affidavit (DA Form 3436)		
3. Position Guide/Job Description		
4. Supervisor's Name and Telephone Number		
5. Physicals and Certifications		
6. Background Checks		
7. Probationary Period		
8. Performance Evaluation		
9. Recognition Awards		
10. Dual Appointment		
11. Merit Promotion Policy		
12. Workers Compensation		
13. Direct Deposit of Pay		
14. Pay Periods and Pay Days		
15. Earnings and Leave Statements		
16. IRS Form W-4		
17. Leave Benefits and Use of Leave		
18. Medical and Life Insurance Benefits		
19. Retirement Program		
20. 401(k) Plan		
21. Savings Bond Participation		
22. Holidays		
23. ID Cards/Vehicle Registration		
24. DA Form 5521 signed by employee		
25. Employee Handbook		
26. Hatch Act		
27. Negotiated Agreement		
28. Grievance Procedure		
29. Whistleblower Protection		
30. DA Form 3434 and Employment Documentation		
31. Personnel Record (OPF) Information		
32. Forwarding Address		
33. Reinstatement/Reemployment Rights		
34. Reason for Separation		
35. Overseas Entitlements		
36. Exit Survey		
37. OTHER (Specify)		
6a. PERSONNEL REPRESENTATIVE	6b. DATE (YYYYMMDD)	
7a. EMPLOYEE SIGNATURE	7b. DATE (YYYYMMDD)	

INSTRUCTIONS FOR COMPLETING DA FORM 7427

This form is used when a new employee is being in-processed or a current employee resigns or is separated from his/her position. This form is part of the permanent record and is filed on the right side of the OPF. Explain each of the items thoroughly to ensure the employee understands the conditions and benefits of Nonappropriated Fund employment. Have the employee initial the spaces provided after each item has been explained. When the employee resigns or is separated from employment, explain the items in the out-processing column, and have the employee initial each item afterward.

1. Army Mission, Vision, Goal. Explain to the employee and provide copy if available.
2. DA Appointment Affidavit (*DA Form 3436*) Include title, series, grade and address of employer.
3. Position Guide/Job Description. Self-explanatory.
4. Supervisor's Name and Telephone Number. Self-explanatory.
5. Physicals and Certifications. If applicable.
6. Background Checks. If applicable; employee should be told employment depends on satisfactory completion of checks.
7. Probationary Period. Explain the length of time an employee is on probation and that they only need complete one probationary period.
8. Performance Evaluation. Explain frequency and types of standards used to rate.
9. Recognition Awards. Types, frequency, etc. based on installation policy.
10. Dual Appointment. Explain dual compensation act and how it relates to dual appointments.
11. Merit Promotion Policy. Self-explanatory.
12. Workers Compensation. Explain what to do in case of an on-the-job injury.
13. Direct Deposit of Pay. Self-explanatory.
14. Pay Periods and Pay Days. Self-explanatory.
15. Earnings and Leave Statements. Explain information on form and how important it is to read and keep them.
16. IRS Form W-4. Complete W-4.
17. Leave Benefits and Use of Leave. Explain different types of leave, how leave is accrued and how it is used (*include Leave Transfer Programs, Family Medical Leave and Family Friendly Leave, etc.*)
18. Medical and Life Insurance Benefits. Explain in detail. Provide brochure.
19. Retirement Program. Explain in detail. Provide brochure.
20. 401(k) Plan. Explain in detail. Provide brochure.
21. Savings Bond Participation. Self-explanatory.
22. Holidays. Self-explanatory.
23. ID Cards/Vehicle Registration. Where applicable.
24. DA Form 5521 signed by employee. Designation of beneficiary who will receive the employee's last paycheck.
25. Employee Handbook. Where applicable.
26. Hatch Act. Self-explanatory. Provide copy if available.
27. Negotiated Agreement. Where applicable provide employee a copy.
28. Grievance Procedure. Self-explanatory.
29. Whistleblower Protection. Self-explanatory.
30. DA Form 3434 and Employment Documentation. Explain information on documents and the importance of keeping their own personnel file.
31. Personnel Record (*OPF*) Information. Employee should have a good understanding of what is kept in the file and how it is used. Also, the importance of reviewing the OPF when they separate.
32. Forwarding Address. Self-explanatory.
33. Reinstatement/Reemployment Rights. Self-explanatory.
34. Reason for Separation. Self-explanatory.
35. Overseas Entitlements. All aspects of employment OCONUS (*include Transportation Agreements, Home Leave, LQA, Allowances, etc.*)
36. Exit Survey. Encourage employee to complete the automated exit survey.
37. OTHER (*Specify*). Some installations may have unique requirements.